CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

<u>**ACCOUNTANT II**</u>

<u>**DEFINITION**</u>**:**

Under direction, to perform professional accounting work in the supervision and maintenance of budgetary, revenue, cost and other financial records; to plan, analyze and install modifications in accounting and auditing systems; to conduct difficult and complex departmental and business audits; and to perform related work.

* <u>**EXAMPLES OF DUTIES**</u>**:**

- Supervises the maintenance of a complex set of cost and control accounts;
- Confers with governmental officials and department personnel on accounting and auditing requirements and plans;
- Assigns, supervises and reviews the processing of financial documents and maintains a systematic record of accounts;
- Supervises other accountants in auditing departmental, business and special district accounts;
- Develops and recommends improvements to expedite work and improve accuracy or efficiency;
- Installs approved systems;
- Analyzes office methods and procedures, use of forms and office machines, and reviews space utilization;
- Prepares financial and procedural reports.

<u>**MINIMUM QUALIFICATIONS**</u>**:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree in Accounting, or in Business Administration with a minimum of 16 semester/24 quarter units in accounting; <u>**AND**</u> two years of professional accounting experience. Additional professional accounting experience may be substituted for education lacked on a year-for-year basis.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.